

# The Westbury

## OPPORTUNITY KNOCKS!

Over the past several years The Westbury Association's Board of Directors and committees (Building and Grounds, Bylaws and Finance) have worked to improve the practices and procedures that govern our community. Resale procedures have been updated and contract and payment procedures have been improved. A budget plan process has been put into place as well as an updated, ongoing capital improvement plan. In addition, a substantial reserve fund has been established. We now have a Resident Information Guide and a quarterly newsletter that are distributed to all residents. In the spring of 2012 the Board expanded the role of the management company and hired an on-site worker. This allowed the Board to relinquish much of its involvement in day to day operations and enabled it to concentrate on other matters that effect our community.

Work continues, however, throughout the year and the Board and three committees are actively seeking new members. In June, two board member terms expire and the positions need to be filled. All owners are encouraged to become involved. Your participation is essential for us to maintain and build on past gains. Consider volunteering. The contributions that you make are invaluable to our community. Please contact Westbury Board President Marty Levitz at [mnlevitz@gmail.com](mailto:mnlevitz@gmail.com) or at 860-236-2479 or (cell phone) 860-830-5862 to learn about these worthwhile opportunities.

**Annual Meeting** - The Westbury Condominium Association, Inc. Annual Board Meeting will be held on Monday, June 2, 2014 at 7:00 pm in the basement of 20 Outlook Avenue. New Board members will be elected then.

## IN MEMORIAM

At the February and March Board meetings a moment of silence was observed in memory of Mr. Bob Huhtanen and Mr. Bob Magnan, respectively. Both men, vital members of our community, devoted countless hours of their time for the betterment of the Association.

Bob Huhtanen served for several years as president and secretary of the Board of Directors and also served on various committees. His knowledge about condominium governance along with his organizational skills enabled us to evolve and prosper.

Bob Magnan served as chairman of the Finance Committee and contributed to the development of its charter. Acting upon his recommendation the committee now must approve any contract over \$20,000.

The Westbury community is sincerely grateful for the guidance and contributions provided by these fine men.

## BOARD AND COMMITTEE ACTIVITIES

**Fire Alarm Annunciator Panels** - On February 25, 2014 the Board voted to hire Stanley of Black

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and Decker as contractor to upgrade and maintain our fire alarm annunciator panels.

**Evacuation Diagrams** - Building evacuation plans are being drawn up and will be posted on all floors of each building.

**Heating Report** - During the months of October, November and December the cost of our heat was under budget. In January, there was an increase in cost, due in part to the very cold weather.

**Windows Update** - Brian Milano of Imagineers consulted with local companies regarding our window issues. As a result it was decided to install weather stripping on the inside and outside of the window frames of those units experiencing condensation problems.

**Grounds Maintenance** - Snow removal this past winter was unacceptable and our displeasure was conveyed to our contractor, Westside Landscaping. Other issues discussed were inadequate removal of leaves and the repair of a broken railing.

**Contract Renewed** - Our contract with Turfmasters, the company that provides lawn and garden treatments, has been renewed for \$1,483.

**Accident Damage** - Because of a vehicular accident the Farmington Avenue driveway exit sign and a portion of the rock garden were destroyed. The exit sign has been replaced and the wall will be repaired soon.

**New Copy Machine** - A Canon 3380 Image Runner copying machine has been purchased for \$5,000. This machine has a number of features and is able to fax, e-mail and copy.

**Westbury Website** - The Westbury website is completed. All agendas, minutes and important documents will be posted on this site. Go to [www.westburycondo.com](http://www.westburycondo.com) to access the website. The password for access to all non-Board documents is *Westbury1* (case sensitive).

**Westbury Association Audit** - The FY 2013 audit (ending September 30, 2013) is completed. To request a copy contact Alan Comrie or Marty Levitz.

**Westbury Rules, Violations, and Enforcement Policies** - A draft version of these policies was submitted by the Bylaws Committee to the Board in November 2013 and remains under consideration.

**Bicycle Racks** - The cost of a bicycle rack that can secure three or four bikes is \$200.

**Westbury Newsletter** - The Westbury, a quarterly publication, is seeking a volunteer to serve as editor. The editor writes and edits articles submitted for publication. For further information call Diane Shimoda-Peterson at 860-523-4471.

**Resident Gardening** - Plots or Pots? There is a choice. Call Joyce Falkin at 860-236-1378 for details.

**Ad Hoc Committee for Renovation of Common Areas** - On Thursday, March 27, the Board and Ad Hoc Committee held a meeting with unit owners to present a design scheme option for the Westbury's common areas prepared by design consultant Sheri Gold, principal of Advent Design, Inc. The purpose of the presentation was to give owners the opportunity to view the proposed design, give feedback, ask questions or make suggestions.

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**Bylaws Committee** - The Bylaws Committee submitted information to the Board at the March 25, 2014 meeting concerning recommended guidelines for moving in and out as well as renovations to owner units. The intention is that the guidelines would be included as one or two-page subjects printed on colored stock in the resale package given to new owners, and would draw their attention to these subjects prior to a move or renovation.

**Work Completed** - Installation of insulation strips on inside of windows to reduce condensation; repair of hot water heater, new part required; installation of electrical outlets for office equipment; preparation (painting and installation of light fixture) for renovation presentation and contract signed with Automatic Laundry, Inc.

**Work Pending** - Resolution of unit window issues, basement leaks, and closing and sealing of all basement windows; upgrade of fire alarm annunciator panels; replacement of interior and exterior water shut off valves; sanding of basement floors; painting of laundry room floors; relocation of lock boxes; replacement of dogwood tree; installation of high-efficiency washers and dryers; resumption of heat circulation breather valve work; treatment of common areas for pest control; edging of beds and trees.

## NOTICES AND REMINDERS

**Dumpsters** - Dumpster doors must be closed at all times after use to prevent animal infestation. Remember the brown dumpster is for garbage and the blue dumpster is for recyclables.

**Security Issues** - Due to changes in humidity and temperature our front and rear entrance doors do not close properly in warm weather. Please make sure that all doors are secure when entering or exiting a building and report any problems to management.

**Window Care** - When not in use all windows must be closed and latched to prevent warping.

**Common Areas** - The basements, laundry rooms, hallways and lobbies are common areas. Personal belongings cannot be placed in these locations without prior Board approval.

**Water Consumption** - A leaky toilet can waste more than 50 gallons of water a day. Be sure to repair all faucet and toilet leaks in your unit and report all leaks to your landlord.

## CONTACT INFORMATION

**Association Mailbox Location** - The mailbox for the Westbury Condominium Association, Inc. is located in the outer lobby of 20 Outlook Avenue.

**Service Requests** - All service requests should be submitted to Imagineers' Administrative Assistant Barbara Struthers at [bstruthers@imagineersllc.com](mailto:bstruthers@imagineersllc.com) or by calling 860-218-1529. Requests can also be mailed to her attention at Imagineers LLC, 635 Farmington Avenue, Hartford, CT 06105. Business hours are 8:00 AM - 5:00 PM, Monday through Friday.

**Bookkeeping, Accounting and Resale Information** - Mr. Alan Comrie is the Association's accountant and handles all resale activity. Contact Alan at 860-839-1853 or leave him a note in the Association's mailbox.

**Resident Mailbox Name Tags** - If a new mailbox name tag is needed please submit your request via the Association mailbox or contact Lois Menold at 860-570-0051 or at [loismenold@comcast.net](mailto:loismenold@comcast.net).